



## ASMC Newsletter . . . Mount Vernon Chapter

# PRESIDENT'S MESSAGE

By Patricia Ackerman, CDFM

I was recently invited by ASMC National to attend a Financial Management Workforce Development Roundtable. The meeting started with a great opening speaker, Mr. Michael Montelongo, Assistant Secretary of the Air Force (Financial Management and Comptroller). Mr. Montelongo's spoke about the future of Resource Management and the value added to our organizations. He started with the premise that Resource Management participates in three activities, transaction processing, control and risk management, and decision support. He has observed good and bad trends.

The good trends include that private industry is looking at financial functions in a different light, they are becoming aware that financial functions can help move a company to the next level. He also observes that the Chief Financial Officers Act (CFO) is redesigning Resource Management to spend less time in transaction processing and more time in decision support because of the power of the microchip. The third good trend he focused on is that government is starting to recognize that sound financial management is necessary for good government.

The bad trends he pointed out included that Financial Management is not an enterprise wide priority, that Financial Managers are

not included in decision cycles early enough to help decision makers make sound decisions (they are an after thought) and there is a narrow view of what Financial Managers can bring to the table. Mr. Montelongo noted that the importance of Financial Management is increasing but that we may not be as prepared as we should be so we need to do something about it. We are no longer overhead but enablers in the decision support arena. We need to be helping managers craft strategies. Our people need to be trained and ready to be strategists. We need to be able to provide timely information that supports decision making. He emphasized that the required skill sets of tomorrow have to include strategic thinking/leadership/change management and creative problem solving. He ended his speech pointing out that if we don't grow our employees, we won't be able to retain our workforce.

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# Luncheon Information March

**When:** March 21<sup>st</sup>  
**Where:** Fort Belvoir  
 Officers' Club  
**Cost:** \$11.50 Members  
 \$12.00 Non-Members  
**Speaker:** Ms. Diane Tucker-Hart  
 Office of the Deputy  
 Assistant Secretary  
 of Defense (Civilian  
 Personnel Policy),  
**Topic:** Congressional  
 Initiatives for  
 Military and Civilian  
 Personnel.  
**Menu:** tossed salad  
 hot rolls  
 coffee/tea  
 mesquite chicken  
 corn o'brien  
 oven-browned  
 potatoes...

PLEASE NOTE THAT RON SZATMARY  
 WILL BE COLLECTING THE MONEY AND  
 TAKING RESERVATIONS. HIS E-MAIL  
 IS: [ronald.szatmary@dfas.mil](mailto:ronald.szatmary@dfas.mil).

## NATIONAL NEWS

### PDI 2002 - - Salute to Financial Management

Mark your calendars now for PDI 2002 in Denver on May 28-31. The host committee has some fantastic plans for a dynamic PDI, beginning with an icebreaker on Tuesday evening. General session speakers will include the Honorable Dov Zakheim, OSD Comptroller; General Barry McCaffrey and Ms. Connie Podesta, who spoke at PDI 1997 and is back by popular demand. There will be a wide variety of workshops, the majority being approved for NASBA classification. General Ralph Eberhart has been booked as the speaker for this year's Quetsch Lecture Series speaker on Thursday. Registration for members will be \$410. More details will be provided, as they become available.

### ASMC Victims' Relief Fund Update

In response to the terrorist attack on the Pentagon resulting in the death and injury of numerous members, the ASMC Victims' Relief Fund was established. The fund closed with a total of \$39,900, including a \$11,103.20 contribution from National Headquarters. \$1900.00 has been distributed to each family or injured party. Special thanks to all those who contributed, your efforts are greatly needed and appreciated. More details and a letter from the Executive Director to the membership is available on [www.asmconline.org](http://www.asmconline.org).

### Do You Have Ideas for Mount Vernon's Chapter Fair Booth?

If you have any suggestions or want to volunteer at this year's Chapter fair during the PDI..... Ron Szatmary is looking for feedback on door prizes, decorations, and giveaways. Call Ron at (703) 607-0034 or send him an email at [Ronald.Szatmary@DFAS.Mil](mailto:Ronald.Szatmary@DFAS.Mil)

The speaker at February's luncheon was Tom Kerrigan who spoke about Retirement Awareness and Planning.

Here is an overview/fact sheet from his presentation.

### **Federal Employee Benefits**

#### **Fact Sheet**

#### **Retirement Benefits Information**

##### **Civil Service Retirement System (CSRS)**

Voluntary	Age 55 with 30 years of service Age 60 with 20 years of service
Discontinued Service	Age 50 with 20 years of service Any age with 25 years of service
Deferred	Age 62 with 5 or more years of service Creditable without a deposit
Military Service	Deposits must be made prior to separation reduction at age 62

##### **Federal Employees Retirement System (FERS)**

Voluntary	Age 55 with 30 years of service Age 60 with 20 years of service Minimum Retirement Age (MRA) with 10 years of service (5% reduction for each year under 62) Age 50 with 20 years of service
Discontinued Service	Any age with 25 years of service Minimum Retirement Age (MRA) with 10 years of service (5% reduction for each year under 62)
Deferred	Age 62 with 5 or more years of service
Military Service	Creditable if deposit is made for all service claimed before separation

#### **Other Benefits Information**

##### **Federal Employee Health Benefits (FEHB)**

Retirees	Continues at same cost if eligible for immediate annuity and enrolled for 5 years prior or for all service since first opportunity to enroll Temporary Continuation of Coverage (TCC) for
Other Separated Employees	18 months if employee pays both government and employee share plus 2% administration fee

##### **Federal Employees Group Life Insurance (FGLI)**

Retirees	Continues at same cost if eligible for immediate annuity and enrolled for 5 years prior or for all service since first opportunity to enroll
Other Separated Employees	Eligible to convert to individual policy; however, conversion is normally to whole life at a greatly

##### **Thrift Savings Plan (TSP)**

	Leave in account until age 70 1/2 at which time you must begin withdrawals
Options	Request a rollover of funds to an individual IRA Request a taxable refund of all your funds

## FORT BELVOIR FEDERAL CREDIT UNION “QUICK TIPS”

We have a couple of things going on in March.

First, our Financial Seminar is scheduled for Thursday, March 14th and is called "Coping with Reduction/Loss of Income." This seminar will provide practical information on coping with this difficult situation. Topics include: the emotional impact on you and your family, collecting unemployment, creating a new budget, stretching your new budget, dealing with your creditors during this time, and finding a new job or increasing your income. Everyone is encouraged to attend. Please RSVP Sharmaine Bucknor (703-730-1800 ext. 5151) before March 13th if interested. Lunch will be provided.

Home buying Informational Seminar- Wednesday, March 13, 2002. Potential homebuyers get ready! Fort Belvoir Federal Credit Union has created an informational seminar that will make you a more educated homebuyer and more satisfied homeowner. Three experts will be on hand to answer all financial and planning home buying questions. The seminar and all advice is FREE. This is a seminar you DON'T want to miss. Join us Wednesday, March 13<sup>th</sup> (11:00-1:00pm) in the SOSA building on Fort Belvoir. Seats are limited so please call Michelle Geenty at (703) 730-1800 ext. 5147 to RSVP. Lunch will be provided.

Also, in March we will be celebrating the Grand Opening of our newest branch in the Commissary. We want to invite every one to the Ribbon Cutting celebration on March 29th at 10:00. Food and other items will be given away. We would like to focus on the idea of "one stop shopping" convenience this new location provides. Please come by and experience the outstanding financial service to come.

### **Fort Belvoir Federal Credit Union Commissary Branch:**

- Operational hours: Monday- Friday (11:00-6:00pm), Saturday (9:00-2:00pm), and Military pay days (9:00- 9:00pm)  
- Location: 6020 Gorgas Rd. (Building 2302)  
Fort Belvoir, VA 22060

## MOUNT VERNON CERTIFICATION COMMITTEE

**ATTENTION, ATTENTION!** The Mount Vernon Chapter's Certification Committee would like to announce its newest member, Kathleen Holcombe from ERDC. Ms. Holcombe brings a broad knowledge of Financial Management and ASMC operations to the committee. She has already proven to be a great asset. Welcome Ms. Holcombe!

Currently, the Certification Committee is preparing **a survey** to distribute to members so that we may gain knowledge of what members know about the Certification Program and what members expect of study groups. **We really need your responses to the survey, so keep a look out for it.** We are also working on an extensive promotional program. You should be seeing posters and flyers soon.

We are looking for any input from members to assist us with our promotional campaign. We would like to print testimonials from members that have taken at least one module, if not all three. So, please, if you have a story to tell submit it to one of the committee POC's listed below. **Additionally, if you have passed any module of the CDFM exam, please contact us so your name can be put in our database.**

**If you have been having difficulty with self-study or getting into the EDFMT course, do not despair, CDFM training will be offered during the PDD on 15 April at the Hilton Hotel, Springfield, VA.**

Remember, we are here to assist you with any questions or concerns you have about the Certification Program.

**Marticia Banks-Booker** (703) 428-8512  
marticia.d.banks-booker@usace.army.mil  
**Kathleen Holcombe** (703) 428-9110  
kathleen.e.Holcombe@usace.army.mil  
**Stacey Royston** (703) 761-4285 or (202) 428-7325 [stacey.e.Royston@usace.army.mil](mailto:stacey.e.Royston@usace.army.mil)

## MINUTES OF THE CHAPTER EXECUTIVE COMMITTEE

February 12, 2002

by Robyn Walick

1. The President called the meeting to order at 1330 hrs, 12 Feb 2002. The following officers attended:

Patricia Ackerman, President  
Jill F. Karayannis, Treasurer  
Diane Andrews, Awards & Scholarships  
Rose Green, Social & Community Services  
Jill Cone, Membership  
Snookie Senires-Dubyak, Services  
Marticia D. Banks-Booker, Chapter Competition  
Ambar Lamberty, Education,  
Robyn J. Walick, Secretary

The following officers were excused:

Ron Szatmary, Vice President  
Cindi Marxen, Web Master  
Karen Sikes, Publicity and Photography  
James Harden, Programs  
Carol Bryant, Newsletter

2. Information on upcoming luncheons:

a. February luncheon will be held at the Hunter Motel and Restaurant. Speaker is Mr. Tom Kerrigan, subject: Retirement Awareness and Planning.

b. March luncheon will be held at location TBD. The speaker will be Ms. Diane Tucker-Hart, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), subject: Congressional Initiatives for Military and Civilian Personnel.

c. April will be the PDD. May will be Scholarships and Awards.

3. Officer's Discussion:

a. President:

\* Pat will not be able to attend the February luncheon. The Vice President, Ron Szatmary, will host in her place. Two coins were given to the Secretary to pass on for presentation to the guest speaker. James Harden, Programs Director, needs to fax the bio for February's luncheon speaker to Ron.

\* Spoke with Potomac chapter President, Mr Greg Boddorf. They are not interested in merging the two chapters at this time. They will revisit the issue if and when the RM shop at AMC moves to Ft Belvoir.

\* The by-laws and constitution need to be voted on and revalidated. The Secretary will work on turning them into soft copy and updating in Feb 02.

\* There has been concern about the CEC meetings moving around the calendar. It was decided

that the CEC directors will meet the 2d Thur of each month at 1300. The location will vary so that the same officers are not always forced to travel. The March meeting will be on 14 Mar, 1300-1430 in the DLA cafeteria.

\* On 7 Feb, Pat attended ASMC roundtable discussions sponsored by ASMC National. She attended the ones on establishing meaningful performance metrics and reinvigorating recruitment and retention in the civilian workforce. The goal of the meeting was to get feedback on the four initiatives ASMC National is working on for DoD.

\* Pat has spoken with Frank Acari about providing CDFM training at the PDD. Although he is not available on that date, he will ensure that a representative from National will attend to conduct the training.

\* There was discussion on a suggestion that membership emails may be a way to reach more members and encourage participation. Concerns addressed were that members in those organizations with active POCs may get information from more than one source. The new Membership Director, Jill Cone, will spearhead a review of this issue and work with the Publicity Director on it.

b. Education:

\* The new Education Director, Ambar Lamberty, was introduced.

\* The treasurer, Jill Karayannis, is looking into getting the chapter credit card ability for the next PDD. No resolution yet. There was discussion of National allowing us to use their credit card machine. Ft Belvoir Credit Union will be approached first about this.

\* A fiscal accounting of last PDD was not completed by the former Director. Ambar is following up on this.

\* Hilton Springfield will be the location of the 15 Apr PDD. Potential speakers will be called over the next two weeks.

\* It was agreed that we would set the date and book the Hilton for next year's PDD at the conclusion of the one this 15 Apr.

c. Social and Community Services:

\* A proposal was made to support a Walk America for the March of Dimes. Date – 28 Apr. It is a 5-mile walk. Teams are welcome. The fundraiser is by the collection of pledges. The sponsors of the walk have volunteered to attend a luncheon and make a short pitch for the walk. The council approved without objection supporting the walk and putting aside 10 minutes at the March luncheon for the sponsors to tell the membership about the walk.

\* April is also the normal time for the Route 1 cleanup, although no date has been set yet.

\* The painting at the Mondloch shelter (New Hope Housing) had three members participate. For community service hours, these were combined with the donations in Dec of blankets, etc.

d. Vice President: Ron was not able to attend; therefore, we did not get an update on the status of the chapter booth at this year's PDI.

e. Treasurer: Jill Karayannis has hired Mark Walsh, CPA, to do the audit of last year's records. He will charge \$150. The audit will be done in time to be submitted prior to the deadline for Chapter Competition.

f. Membership: The new Director, Jill Cone, was introduced. She is currently working on getting the files from Karen Sikes. Karen is assisting since we have been unable to contact the past director, Karen Humphreys.

g. Services:

\* Snookie will not be available for the March luncheon. She will contact Ron about filling in for her.

\* Cash is encouraged when POCs are collecting money for the luncheons. This facilitates payment, although checks are accepted.

\* There was discussion of the March luncheon as being one that many will want to attend. The speaker is the senior DoD liaison for civilian personnel issues with Congress, and organizations should be encouraged to advertise this within their personnel communities as well as the resource offices. The luncheon was currently set for the Hunan East, but this has been changed to the Community Club. This luncheon in the past had more than 80 people attend.

h. Awards and Scholarships:

\* Scholarships are on track. One application has been received to date. More should be coming in the next few weeks.

\* There are 2 people serving on the scholarship committee. Another will be solicited during the Feb luncheon. They will review the applications, pick the chapter winners, and recommend the two to be forwarded to National for their consideration.

\* There was discussion on the individual awards that National gives out. In the past, these have not been specifically worked by the Awards and Scholarships Director. However, this is an area that can get additional emphasis in the coming program year. Diane will look at this for future emphasis.

i. Chapter Competition:

\* The Community Service and Scholarship areas are doing well toward the point accumulations for the Chapter competition. Administration is also doing well.

\* Marticia reminded the directors that points can be earned if the scholarships are awarded at a presentation at the schools of the winners.

\* Paper copies of the Constitution and by-laws were given to the secretary to be scanned and prepared for review/updating.

\* A copy of the Annual Chapter Program Report was distributed to the CEC members present.

j. Newsletter:

\* The secretary passed on Carol's frustrations at receiving the information for the newsletter – it is often late or incomplete. All directors are asked to try and be more diligent in working with Carol as she prepares the newsletter long distance.

\* Marticia will work directly with Carol in ensuring that newsletters contain the information necessary to be submitted for chapter competition.

4. Other Information: Marticia reported on progress with the Certification Committee. They met on 6 Feb, and are looking for more members interested in serving on the committee. They will be going out with a survey on interest in study groups. They are also preparing two proposals to promote the CDFM certification using monetary incentives.

5. The meeting was adjourned at 1445 hrs.

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## Warning ASMC Members!!!

**David Greek, Communications Assistant at National Headquarters' American Society of Military Comptrollers sent out the following message:**

**The ASMC National Headquarters has been made aware of a software product titled, "Certified Defense Financial Manager Test Preparation" which is being marketed to chapters. This product is not endorsed by the National Headquarters.**





## Grapevine

**WE WISH GOOD HEALTH** to our Services Director, Snookie Senires-Dubyak. Snookie will be having surgery the first week of March and will be unable to return to work for six to eight weeks.

Snookie is in need of donated leave. She is in the Leave Donation Program. If you can help her out, please contact Kathy Jenkins at DLA. You can reach Kathy at (703) 767-8107.

**Congratulations** to former Treasury member, Gwen Twyman. Gwen was hired by the Federal Communications Commission and promoted to a GS-13 Budget Analyst. Way to go, Gwen



## Mark Your Calendars!

The Chapter Professional Development Day is scheduled for April 15, 2002, at the Springfield Hilton. Details to follow!

## Community Service Events

By Rose Green

The Route 1 Environmental Clean-Up will be Saturday, 20 April. Additional information is forthcoming.

March of Dimes WalkAmerica will be Sunday, 28 Apr, Lake Accotink Park (Springfield). The March of Dimes mission is to save babies from the development of the Polio Vaccine to present day research to end pre-term babies. If your babies were premature, and needed to be in a Neo-Natal Intensive Care Unit (NICU), like mine, then the March of Dimes was there for you. Most of us have been helped by the March of Dimes, or know someone that has been helped by the March of Dimes. Information on the walk follows:

- 5-6 mile walk at beautiful Lake Accotink Park, Springfield (I have not been there yet, but have heard from others)
- Rest stops throughout walk - with free refreshments
- Van available at each rest stop to take you to the end of the walk, if needed
- Prizes available depending on the amount of money you raise
- Free lunch after the walk

Registration forms for the March of Dimes WalkAmerica will be available at the March ASMC luncheon. Our team name is the "ASMC Mount Vernon Steppers". If you do not want to walk, but would like to support the March of Dimes, you can sponsor a walker by donating money. Also, there will be volunteer activities related to the walk, e.g., help with registration, set-up, cleanup, etc. Details to follow.

Both projects will allow community service hours for your sons/daughters, nieces/nephews, relatives or friends.

For additional information, please contact Rose Green, EMAIL [Rose\\_Green@hq.dla.mil](mailto:Rose_Green@hq.dla.mil).

# Chapter Officers Needed

## Program Year 2002-2003

It's that time of year again! We need to elect a new Chapter Executive Committee for Program Year 2002-2003. The job descriptions for each position are listed below. If you are interested in one of the Officer Positions, please contact one of the current officers. We need you!

### **PRESIDENT**

Presides over meetings, enforces all laws, contracts, etc and executes such papers as require signature. Administers control and general supervision of all Chapter activities. Prepares CEC meeting agendas. Appoints the nominating committee for new officers. Presents Chapter mementos to speakers. Establishes the Chapter's goals relating to the awards and scholarships program. Prepares and/or signs Chapter endorsement recommendations to National for the continuing education and high school scholarship applications. Establishes the Chapter's goals relating to the Chapter competition program at the start of each fiscal year upon installation of new officers. For example: Do we want to win recognition as a Five-Star Chapter? Distinguished Five-Star Chapter? Do we want to win Chapter Competition for our size Chapter? Writes monthly articles for the newsletter. Articles will be submitted to the newsletter director no later than the last Friday of each month. Ensures officers receive a copy of the Chapter Handbook. Reviews the financial audit report. Actively solicits new Chapter members.

### **VICE PRESIDENT**

Performs duties of the President during in the President's absence. Custodian of the charter, seal, etc and ensures each are displayed at Chapter meetings and events. Ensures the democratic election of new officers. Is the ex-officio member of all committees. Acts as an alternate Awards and Scholarships Director. Acts as the Chapter's chairperson for National's yearly Professional Development Institute (PDI). Performs other duties as directed by the President and Chapter Executive Committee (CEC). Actively solicits new Chapter members. If President is unable to do so, submits President's Message to Newsletter Director no later than the last Friday of each month.

### **SECRETARY**

Attends CEC meetings (second Wednesday of each month), ASMC luncheon meetings (third Thursday of each month), and other ASMC functions. Maintains yearly records of Chapter events and historical information. Maintains the Officers POC List which contains the officers names/titles, work/fax/DSN numbers, e-mail, and work addresses (provides updated versions to the Chapter Competition and Newsletter Directors at least semi-annually on 30 Jun and 30 Dec). Arranges CEC Meetings and confirms each officers attendance. Records and distributes the CEC Meeting minutes via e-mail (provides copies to the Newsletter Director, the Chapter Competition Director, and also to Sherre Taylor, DPCA Admin Officer/Congressional LNO, 9725 Harris Rd, Suite 101, Ft Belvoir, VA 22060-5908 phone number 805-4102/fax number 805-4103 (as required by AR210-1). Minutes will be submitted to the Newsletter Director no later than the last Friday of each month. Requester and custodian of ASMC letterhead, envelopes, and fax sheets. Maintains and updates the Chapter Constitution, Chapter By-Laws, and officers job descriptions at least every five years. Validates existing Constitution and by-laws annually. Prepares welcome letters for new officers. Actively solicits new Chapter members.

### **TREASURER**

Maintains the financial records and makes appropriate reports (such as the budget, balance sheet, financial statement, and income/expense statement) on the financial condition of the Chapter to the CEC and membership as directed. Prepares and submits the Chapter's financial reports at the end of each fiscal year to the Chapter Competition Director for submission to National NLT 30 Sep. Arranges for the annual audit and submits the audit report to the Chapter Competition Director for submission to National NLT 30 Sep. Collects the Chapter's portion of membership fees and monthly luncheon payments. Manages the 50-50 drawing at the monthly luncheon meetings. Receives, collects, and deposits all monies of the Chapter. Signs the Chapter's checks, verifies, and pays all Chapter expenses. Actively solicits new Chapter members.



**DIRECTOR OF AWARDS AND SCHOLARSHIPS**

Governs the Chapter's awards, high school scholarship, and continuing education programs. Prepares and submits letters and applications to applicable members. Organizes and presides over the awards and scholarships committee. Presents committee recommendation(s) to the CEC for final approval. Prepares congratulation letters to selectees and invites them to the May Awards and Scholarship Luncheon. Officiates at the Awards and Scholarships Luncheon. Manages the individual awards program to include the nomination of individuals in various categories; manages the scholarship program to include nomination of one individual with the President's endorsement; and, manages the continuing education program to include the nomination of individuals with the Chapter's endorsement to National for the National ASMC awards, scholarship, and continuing education competition. Procures plaques, certificates, ASMC supplies, and Chapter mementos. Provides the Newsletter Director with the following articles: In May/Jun, biography/goals for the program year; in Sep/Oct, awards and scholarships information and application forms; in Dec, nomination/application motivation articles; in Apr/ May, a reminder of the upcoming awards and scholarships luncheon; and in Jun, an awards and scholarships report. Articles will be submitted to the Newsletter Director no later than the last Friday of the month in which they are due. Provides the Chapter Competition Director with documentation of the Chapter's Awards and Scholarships presentation NLT the end of May. Actively solicits new Chapter members.

**DIRECTOR OF CHAPTER COMPETITION**

Consolidates Chapter program documentation and coordinates with National to ensure that the Chapter has the most current guidance on reporting requirements for the Chapter Competition, Five-Star Chapter, and Distinguished Five-Star Chapter Programs. Submits the required documentation to National within the established milestones. Interprets and provides guidance to the CEC along with an outline of available points. Prepares and distributes an annual comprehensive milestone schedule with due dates for each requirement to the CEC at July's meeting. Provides the CEC with quarterly updates on the status and points earned by the Chapter. Actively solicits new Chapter members.

**DIRECTOR OF EDUCATION**

Plans and executes the Chapter's Professional Development Day (PDD). Organizes and presides over the education committee. Provides admin support for Chapter attendees at the PDD and PDI, to include sample DD1556 forms, information on transportation, etc. Provides the Chapter Competition Director with documentation substantiating each PDD (specifying full/half day training), speakers, presentations, etc. no later than 30 days after the PDD. Provides the Newsletter Director with educational articles and solicits original technical papers from the Chapter membership no later than the last Friday of each month. Actively solicits new Chapter members.

**DIRECTOR OF MEMBERSHIP**

Develops and refines the membership, new member orientation, and incentive pro-grams. Organizes and presides over the membership committee. Maintains a current membership tri-fold tract. Clearly defines and publishes the annual membership goals. Collects and processes new membership applications and ensures each receives a membership certificate. Encourages timely membership renewals directly to National. Facilitates membership transfers and seeks corporate membership. Maintains, updates, and ensures National has an accurate listing of the Chapter membership by reviewing and reconciling quarterly membership rosters within the established milestones (45 days of National's mailing date). Provides the Newsletter Director with membership articles and ensures that membership forms are also included to encourage recruitment of new members and renewal of membership. Provides the Chapter Competition Director with the Membership and New Member Orientation Program NLT 30 Sep; Quarterly membership roster reviews submitted to National (copy of cover memo) no later than 30 Sep, 31 Dec, 31 Mar, and 30 Jun; documentation substantiating each new/continuing paid corporate member during the month the membership is paid. Actively solicits new Chapter members.

**DIRECTOR OF THE NEWSLETTER**

Prepares, edits, publishes, and distributes the newsletter to membership and the Chapter Competition Director for submission to National. Ensures the newsletter contains the elements required for Chapter Competition. Newsletter will be published and distributed no later than the first Friday of each month. Actively solicits new Chapter members.

**DIRECTOR OF PROGRAMS**

Develops the yearly Meetings and Activities Plan (provides a copy to the Chapter Competition Director no later than 30 Sep). Confirms guest speakers and emergency backup speakers for the monthly luncheon meetings. If the Chapter President declines to or is unavailable, introduces the guest speaker at the Chapter luncheon meetings. Provides the Newsletter Director with a biography on each guest speaker, and a summary of the speaker's minutes no later than the last Friday of each month. Actively solicits new Chapter members.

**DIRECTOR OF PUBLICITY AND PHOTOGRAPHY**

Maintains the Chapters Point of Contact (POC) roster. Prepares and distributes flyers for the PDD, the PDI, each monthly luncheon meeting NLT two weeks prior to the luncheon, and all other ASMC activities. Responsible for the Chapter camera. Photographs (in black and white) and maintains photos of various ASMC and Chapter events. Sends pictures and articles to National for publication in the Armed Forces Comptroller magazine, local papers (Eagle, Pentagon, TEC Bulletin, DLA Bulletin, etc) and any other periodicals publicizing the Chapter and its activities. Provides the required documentation of each publicity event (including newspaper announcements, flyers, e-mail, bulletins, radio/TV announcements, publicity in the Armed Forces Comptroller, etc) to the Chapter Competition Director at each CEC meeting. Actively solicits new Chapter members.

**DIRECTOR OF SERVICES**

Arranges the monthly luncheons, to include restaurant reservations at the Officers' Club, Fort Belvoir Community Club, Golf Facility, etc. at least 24 hours in advance, chooses menu selections, provides a table for the speaker and officers, and receives confirmations from POCs. Provides equipment (viewgraph, screen, microphone, etc) for the guest speakers. Transfers luncheon money collected from POCs to the Treasurer with a copy of the bill from restaurant. Keeps restaurant management abreast of the members' satisfaction and/or complaints/problems encountered. Contacts POCs when there are "no-shows" to request the collection of luncheon money from non-attendees. Performs other duties as directed by the President and CEC. Actively solicits new Chapter members.

**DIRECTOR OF SOCIAL AND COMMUNITY SERVICES**

Plans and executes social events for the Chapter. Provides required documentation to the Chapter Competition Director for each community service event of 20 hours or more. Documentation must be submitted to Competition Director no later than 30 days after each event. Performs other duties as directed by the President and CEC. Actively solicits new Chapter members

**WEBMASTER**

Updates Chapter website with copies of newsletter, photographs, monthly luncheon flyers, and speaker biographies. Updates site no later than the first Friday of each month. Performs other duties as directed by President and CEC. Actively solicits new Chapter members.



# Chapter Officers 2001-2002

**President:**

Patricia Ackerman, CDFM (USACE-HECSA)  
Phone: (703) 428-6389  
e-mail:  
[Patricia.C.Ackerman@hq02.usace.army.mil](mailto:Patricia.C.Ackerman@hq02.usace.army.mil)

**Vice President:**

Ron Szatmary (DFAS)  
Phone: (703) 607-0034  
e-mail: [ronald.szatmary@dfas.mil](mailto:ronald.szatmary@dfas.mil)

**Awards & Scholarship Director:**

Diane Andrews (INSCOM)  
Phone: (703) 706-2211  
e-mail: [dmandre@vulcan.belvoir.army.mil](mailto:dmandre@vulcan.belvoir.army.mil)

**Chapter Competition:**

Marticia Banks-Booker  
Phone: (703) 428-8512  
e-mail: [Marticia.D.Banks-Booker@hq02.usace.army.mil](mailto:Marticia.D.Banks-Booker@hq02.usace.army.mil)

**Education:**

Ambar Lamberty (USACE-HECSA)  
Phone: (703) 428-9511  
e-mail:  
[Ambar.R.Lamberty@HQ02.USACE.Army.Mil](mailto:Ambar.R.Lamberty@HQ02.USACE.Army.Mil)

**Membership:**

Jill Cone (DLA)  
Phone: (703) 767-2569  
e-mail: [Jill\\_Cone@hq.dla.mil](mailto:Jill_Cone@hq.dla.mil)

**Newsletter:**

Carol Bryant (Department of Treasury)  
Phone: (202) 622-7346  
e-mail: [ASMCNews@cs.com](mailto:ASMCNews@cs.com)

**Programs:**

James Harden (MTMC)  
Phone: (703) 428-2394  
e-mail: [hardenj@mtmc.army.mil](mailto:hardenj@mtmc.army.mil)

**Publicity & Photography:**

Karen Sikes (Belvoir Garrison DRM)  
Phone: (703) 805-3609  
e-mail: [Karen\\_K\\_Sikes@belvoir.army.mil](mailto:Karen_K_Sikes@belvoir.army.mil)

**Secretary:**

Robyn Walick (INSCOM)  
Phone: (703) 706-1923  
e-mail: [rjwalic@vulcan.belvoir.army.mil](mailto:rjwalic@vulcan.belvoir.army.mil)

**Services:**

Snookie Senires-Dubyak (DLA)  
Phone: (703) 767-5024  
e-mail: [snookie\\_senires-dubyak@hq.dla.mil](mailto:snookie_senires-dubyak@hq.dla.mil)

**Social & Community Services:**

Rose Green (DLA)  
Phone: (703) 767-7266  
e-mail: [Rose\\_Green@hq.dla.mil](mailto:Rose_Green@hq.dla.mil)

**Treasurer:**

Jill Karayannis (INSCOM)  
Phone: 703-706-2708  
e-mail: [jfkaray@vulcan.belvoir.army.mil](mailto:jfkaray@vulcan.belvoir.army.mil)

**Web Master:**

Cindi Marxen (Belvoir Garrison DRM)  
Phone: (703) 805-5517  
e-mail: [Cindi\\_Marxen@belvoir.army.mil](mailto:Cindi_Marxen@belvoir.army.mil)